



CHECKLIST FOR MY APPOINTMENT

- _____ Print completed OF-306, Declaration for Federal Employment, sign and bring to orientation. (Note: This form was submitted electronically to Human Resources when tentative offer of employment was made).
- _____ Complete and submit (electronically) to Human Resources all remaining appointment forms that I am able to complete at this time.
- _____ Print ALL forms **including the forms that I am unable to complete at this time**. Bring these forms to orientation. Failure to print and bring these forms to orientation will delay the appointment process.
- _____ Complete and print the investigation form, SF-85, SF-85P, or SF-86. Bring this form to orientation; failure to do so will delay the appointment process.
- _____ Bring to orientation my original social security card or US certificate of birth AND a driver's license or state issued ID. Alternatively, I may bring a US passport, certificate of US citizenship, Certificate of Naturalization, or Resident Alien Card.
- _____ Bring my vehicle registration card if I plan to register for a parking permit.
- _____ Bring my picture ID to gain access to the NIH campus.